

Registration

Pre-registration is required.

**Register for the
Full-Day course
or the
Challenge Course**

Seats are limited and granted
in order of registrations
received.

Register at The
Risk Management & Tort
Defense Division website
found at:

www.discoveringmontana.com/doa/rmtd

There is no fee for this course.
There will be a cancellation
charge for registered
participants who do not attend.
Space is limited.

**This course is open to
all employees of the
State of Montana**

RMTD promotes making reasonable
accommodations for persons with
disabilities who wish to participate in any of
our sponsored sessions. Please contact us in
advance if you request reasonable
accommodation. RMTD PO Box 200124,
Helena, MT 59620 / (406) 444-2421.

Dates & Locations

**ALL COURSES ARE FROM
9:30AM to 4:30PM
Challenge Course 8:30 to 9:15AM**

HELENA 2/13/03

FW&P Headquarters Conf. Room
1420 East 6th

MISSOULA 2/19/03

DOJ Forensic Sciences Conf. Room
2679 Palmer Street

KALISPELL 2/27/03

Central School Museum
124 2nd Ave. East

GREAT FALLS 3/06/03

Job Service Conf. Room
1018 7th Street South

HELENA 3/10/03

RESTRICTED- UM H-COT Employees ONLY
UM Helena College of Technology

BUTTE 3/13/03

MTech SUB Big Butte Highlands Room

BILLINGS 3/20/03

MSU-B SUB Lewis & Clark Room

BOZEMAN 3/27/03

FW&P, Community Room
1400 South 19th

HELENA 4/03/03

DEQ Director's Conference Room
1520 East Sixth Avenue

DEPARTMENT OF ADMINISTRATION
RISK MANAGEMENT & TORT DEFENSE DIVISION

www.discoveringmontana.com/doa/rmtd

406-444-2421

PO BOX 200124

HELENA, MONTANA 59620-0124

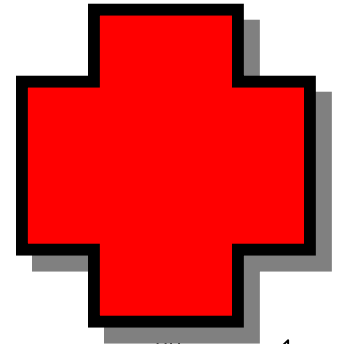
The
Risk Management
&
Tort Defense
Division
Department of Administration
Offers:

American Red Cross

First Aid

&

CPR



An open enrollment course
for state employees

Course Objectives:

- Understand how to recognize and evaluate an emergency and what steps to take in an emergency.
- Learn how to protect yourself when responding to an emergency.
- Practice and learn the correct and safe way to move an injured individual.
- Emphasize the priorities of care for different injuries.
- Learn the techniques and importance of rescue breathing.
- Recognize signs of a heart attack and what to do when these signs are identified.
- Learn the procedures of performing adult CPR.
- Learn how to react to a choking emergency involving conscious and unconscious individuals.
- Understand the responses needed for sudden illnesses.
- Learn how to treat wounds, bleeding and burns, injuries to muscles, bones and joints as well as heat and cold related emergencies.
- Receive an American Red Cross Universal Certificate indicating Standard First Aid that is valid for 3 years and another indicating Adult CPR that is valid for 1 year.

The American Red Cross Standard First Aid course offered by the Risk Management & Tort Defense (RMTD) Division is a first aid and cardiopulmonary resuscitation (CPR) training program to prepare state employees to respond to injuries and sudden illnesses that may arise in the workplace. The purpose of this course is to give state employees the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive to take over.

There is no prerequisite for enrollment in this course. Employees with valid American Red Cross certificates may challenge this course to renew their certification. See information within this flier.

Fee

This course is offered to state employees at no cost to them or their agency.

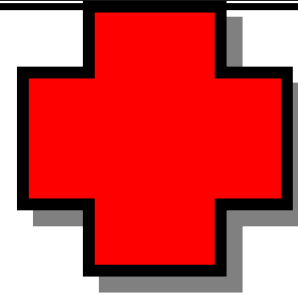
As a no-cost course with very limited space, RMTD may restrict registration.

Student materials will be retained by RMTD with additional materials available to participants from their local American Red Cross offices.

A fee will be charged for registered individuals who do not attend this course.

Certification

Upon successful course completion, each participant will receive an American Red Cross Universal Certificate indicating First Aid that is valid for 3 years and another indicating Adult CPR that is valid for 1 year.



To receive a certificate for American Red Cross Workplace Training: Standard First Aid Course the participant must-

- Attend all class sessions
- Demonstrate competency in all required skills
- Participate in all skill sessions and scenarios
- Successfully pass the final written exam

This course is offered by the Risk Management & Tort Defense Division by RMTD staff members whom are certified instructors with the American Red Cross.



Employees who hold current American Red Cross certificates for Adult CPR and/or Standard First Aid may challenge this course to renew their certification.

To successfully challenge this course, you must:

- Pre-Register for the Challenge Course
- Hold valid American Red Cross certification
- Demonstrate knowledge and skill competency
- Pass the written exam

The Challenge course is offered at each location one hour prior to the scheduled full-day course. Participants who do not successfully pass the challenge may rechallenge with their local American Red Cross office as long as their certification is valid, or attend the full-day course as space permits. Participants may contact RMTD and check out study material prior.

Pre-Register @
www.discoveringmontana.com/doa/rmtd